

Article XI – Manufactured Home Park Law

11.1 Title

This chapter shall be known and may be cited as the “Village of Trumansburg Manufactured Home Park Law”.

11.2 Purpose

The purpose of the Manufactured Home Park Law is to expand opportunities for quality and affordable housing in the Village of Trumansburg in areas served by public utilities and to protect existing and future single- and two-family residential neighborhoods, consistent with organized and local growth, increased employment opportunities and increased tax base.

11.3 Definitions

Camper.	A dwelling designed and used for temporary residence mounted on a chassis designed to be either either mounted on wheels and towed, or mounted on a truck bed for travel over roads and highways. Units may be self contained or designed for temporary connection to electric, water or sewerage utilities. See also “motor home”.
Manufactured home.	A dwelling which is factory-built in accordance with the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 U.S.C. Section 5401) and which is transportable in one (1) or more sections, is affixed to a chassis with axles and wheels, and designed to be placed on a permanent or temporary foundation, and is registered as a manufactured home under §122-c of the New York State Vehicle and Traffic Law.
Manufactured home, double-wide.	A manufactured home comprised of at least two (2) sections transported separately and attached on site, and having a minimum width of twenty two (22) feet.
Manufactured home, single-wide.	A manufactured home comprised of no more than one (1) section, on a single chassis, and having a width that does not exceed fourteen (14) feet.

Manufactured home lot.	A designated site of specific total land area, which is located within a manufactured home park for the accommodation of one (1) manufactured home.
Manufactured Home Park.	Any parcel of land, which is planned and improved for the placement of two (2) or more manufactured homes, which are used as dwellings.
Manufactured home stand.	A poured concrete surface located on a manufactured home lot which is to be used for the placement of and capable of supporting a manufactured home.
Motor home.	A dwelling designed for temporary residence mounted on a self-propelled chassis designed for travel over roads and highways. Units may be self contained or designed for temporary connection to electric, water or sewerage utilities.
Recreational vehicle.	Examples include: all-terrain vehicles, boats, campers, golf carts, motor homes, personal watercraft, and snowmobiles.

11.4 Permit Required for Manufactured Home Parks

Any person, partnership, association, limited liability company, corporation or other entity being the owner or occupant of any land within the Village of Trumansburg shall not use or allow the use of such land for a manufactured home park unless a permit has been obtained as herein provided:

A. Issuance of permit. The Village Clerk of the Village of Trumansburg shall issue a permit, to be effective from the day of issuance to and including December 31 of that same year. This permit will not be issued until the Village Clerk has received:

- (1) A written application from the applicant, on a form issued by the Village Clerk, accompanied by three (3) sets of plans. (See section 11.5 of this chapter)
- (2) Approval of the application by the district office of the New York State Department of Health.
- (3) The required fees as herein provided.
- (4) Approval by the Village Building Inspector and Zoning Enforcement Officer.
- (5) A resolution from the Village Planning Board recommending approval.

(6) A resolution from the Village Board approving issuance of a permit.

B. Supplemental permit. Any person holding a permit for a manufactured home park and desiring to add additional lots to such park shall file an application for a supplemental permit. The application for such supplemental permit must be accompanied by three (3) sets of plans as required by section 11.5 of this chapter. The application for a supplemental permit shall be handled according to the procedure established in paragraph A of this section.

C. Permit renewal.

(1) An application for the renewal of any manufactured home park permit, which was issued in accordance with the provision of this chapter, must be filed with the Village Clerk on or before November 1 preceding the expiration of the permit. The renewal application need not be accompanied by a plan of the park unless changes have been made to the approved plan.

(2) Upon the approval of the Village Building Inspector and Zoning Enforcement Officer, the resolution for recommendation of approval by the Village Planning Board, and by the resolution of the Village Board, the Village Clerk shall issue a renewal permit to be effective upon the expiration of the previous permit and continue in force for a period of one (1) year after payment of the required fee. Such renewal permit shall not be transferable or assignable. A new owner must apply for a permit according to this chapter, at the time of taking title to the manufactured home park.

D. Permit fees. The applicant for a manufactured home park permit shall pay the Village Clerk an annual fee as set by the Village Board. The fee for a supplemental permit shall be computed in the same manner. The fee schedule shall be kept on file in the Village Office.

E. Existing manufactured home parks. A manufactured home park which is in lawful existence and use prior to the enactment of this chapter may continue in use, provided that:

(1) The owner or operator shall apply for a permit for such manufactured home park within thirty (30) days of the effective date of this chapter, or annexation of the park into the Village of Trumansburg.

(2) The application must be accompanied by the fees required in Section 11.4D.

(3) Such application shall be accompanied by a suitable map of the area showing existing manufactured home sites, in triplicate.

(4) A map with each manufactured home lot consecutively numbered shall be on file with the Chief of the Trumansburg Fire Department.

- (5) Each manufactured home shall be equipped with a fire extinguisher and smoke detector.
- (6) Any changes or additions to an existing manufactured home park shall require a manufactured home park permit in accordance with this chapter.
- (7) Any permit issued pursuant to Section 11.4E shall be effective from the day of issuance to and including December 31 of that same year and shall be reviewed thereafter in accordance with the provisions of Section 11.4C.

11.5 Application for Permit

- A. Each application for a new manufactured home park shall be in writing on the form issued by the Village Clerk and signed by the applicant. The application and related information shall be filed with the Village Clerk in triplicate.
- B. The Village Clerk shall refer one (1) copy to the Building Inspector and one (1) copy to the Zoning Enforcement Officer for review and approval. The Building Inspector and Zoning Enforcement Officer, after review, shall transmit the application to the Village Planning Board, together with the Building Inspector's and Zoning Enforcement Officer's written recommendations as to whether the application meets or does not meet the requirements of this law and the minimum health and sanitary standards as defined and required by the New York State Department of Health and other New York State agencies, within thirty (30) days of filing.
- C. The Planning Board shall review the recommendations of the Building Inspector and Zoning Enforcement Officer and further review the general arrangement of the park and factors that may influence the health, safety and economic welfare of the Village and its inhabitants and, by resolution, recommend approval or disapproval of the application within thirty (30) days of the Planning Board's receipt of the application. The application shall be returned to the Village Clerk and transferred to the Village Board, together with the resolution of the Planning Board.
- D. The Village Board shall review the recommendations of the Building Inspector, Zoning Enforcement Officer, and Village Planning Board at a public hearing and further review the general arrangement of the park and factors that may influence the health, safety and economic welfare of the Village and its inhabitants and, by resolution, approve or disapprove the application within forty five (45) days of filing of the Planning Board's resolution. The application shall be returned to the Village Clerk and the applicant notified, in writing, by the Village Clerk of the decision rendered within five (5) days thereof.
- E. The time limits in this section may be extended by mutual agreement of the applicant and the relevant Board or officers.

F. Application data. Each application shall be accompanied by three (3) complete sets of plans prepared by a land surveyor licensed by the State of New York. The plans shall be drawn to scale and shall include the date and North point. The following shall be provided:

(1) Legal data.

(a) The name and address of the applicant or applicants.

(b) The location, description, and survey of the land to be used.

(c) The number of lots in the proposed manufactured Home Park.

(2) Natural Features.

(a) Location of all existing streams, woodlands, wetlands and other significant natural features within the proposed park and 100 feet or less from the boundary of the proposed park.

(b) Topography of the site, with ten (10) foot contour lines.

(3) Proposed development.

(a) The location and widths of all entrances, exits, streets and parking areas.

(b) The location, size, lot number and arrangements of each lot within the park.

(c) The method and plan for electric lighting.

(d) The location and plan of any proposed structures and improvements.

(e) Any proposed grading and landscaping.

(f) Proposed storm water drainage.

(g) A copy of Notice of Intent to the Department of Environmental Conservation for storm water management.

(h) Proposed utilities.

(i) The source and distribution of water supply.

(j) The proposed sanitary waste plan.

(k) The proposed solid waste and recyclable materials collection plan.

- (l) The completed SEQR environmental assessment form.

11.6 Manufactured Home Park Location and Manufactured Home Location

A. A manufactured home park may be established in any residential district but not in, or within 1,000 feet of, any designated historic district.

B. Any manufactured home installed, located or sited in the Village of Trumansburg after enactment of this law shall be in a manufactured home park.

11.7 Manufactured Home Park Requirements

A. Site. The park shall be located on a well-drained site where soil conditions are suitable and properly graded to ensure rapid surface runoff and free at all times from stagnant pools of water. The park shall be at least three (3) acres in size, with one hundred (100) or more feet of frontage on a public road, with seventy five (75) feet of setback from said road and properly landscaped subject to state and local laws. Maximum allowed density shall be five (5) manufactured homes per acre of park, with a maximum of twenty five (25) manufactured home lots per Manufactured Home Park. No two manufactured home parks shall be located within 1,500 feet of each other.

B. Manufactured home lots. Each manufactured home park shall be marked off into manufactured home lots, and each manufactured home lot shall be numbered.

C. Manufactured home. Any manufactured home shall not be placed or otherwise located nearer than a distance of:

- (1) At least fifty (50) feet from an adjacent manufactured home in any direction.
- (2) At least thirty five (35) feet from an adjacent property line.
- (3) At least seventy five (75) feet from a public street or highway.
- (4) At least twenty five (25) feet from the nearest edge of any roadway located within the park.

D. Accessibility.

(1) Each manufactured Home Park and each unit in such park shall be easily accessible from an existing public highway. Where a manufactured home park has more than six (6) manufactured homes, two (2) points of entry and exit must be provided unless a large improved turnaround area for emergency vehicles is maintained.

(2) All entrances and exits shall be at right angles or nearly so to the public highways and designed for safe and convenient movement into and out of the park.

(3) All entrances and exits shall be free of any construction or growth, which would impede the visibility of the driver on the public highway or street.

(4) Each park shall have improved streets for convenient access to all manufactured home lots and other facilities.

(a) Streets shall be built to meet Village specifications.

(b) The street system shall be designed to permit safe and convenient vehicle circulation within the park.

(c) Streets shall intersect at right angles or nearly so or shall be of a design acceptable to the Village Planning Board.

(d) All streets shall have two-way traffic.

(e) Except in cases of emergency, no parking shall be allowed on such street.

(f) All streets shall remain as private roads and maintenance shall be the manufactured home park owner's responsibility, unless dedicated to and accepted by the Village. Any such dedication and acceptance shall be at the sole discretion of the Village.

E. Parking. Two (2) off-street parking spaces shall be provided on each manufactured home lot and each shall have a minimum width of nine (9) feet and length of twenty (20) feet. Additional off-street parking spaces shall be provided for guest vehicles, and delivery and service vehicles.

(1) Recreational vehicles as defined in Section 11.3 shall not be located on manufactured home lots.

(2) The manufactured home park owner may provide a dedicated parking area for recreational vehicles and utility trailers, separate from the home lots.

F. Utilities and service facilities. The following utilities and service facilities shall be provided prior to the occupancy of any lots by manufactured homes within such development, which shall be in accordance with the regulations and requirements of the New York State Department of Health:

(1) An approved system of potable water for drinking and domestic purposes shall be supplied by pipes from the municipal water supply to all manufactured homes and facilities in the park. Each manufactured home lot shall be provided with proper and sanitary water connections. Maintenance of the water supply system within the park shall be the owner's responsibility.

(2) Each manufactured home lot shall be provided with an approved sewer line to receive the waste from such home. The sewer line shall be connected to the municipal sewer system so as not to present a health hazard. Sewer connections in unoccupied lots

shall be sealed to prevent the emission of any odors. Maintenance of the sewer lines within the park shall be the owner's responsibility.

(3) Weekly disposal of garbage/rubbish and recyclable materials shall be the responsibility of the manufactured home park owner.

(4) If dumpsters are utilized, they shall be fenced in and emptied weekly.

(5) No community laundry facilities shall be permitted.

(6) Each manufactured home lot shall be provided with approved underground utilities. All utilities within the park shall be underground.

G. Lighting. The manufactured home park lighting shall be designed to provide safe passage on the park streets while creating a minimum of light pollution.

H. Drainage. Where feasible, storm water drainage shall be piped and not open ditched.

I. Installation. Each manufactured home shall be installed on a manufactured home stand. All manufactured home tow bars and hitches, which are designed to be removable at the time of installation, shall be removed in accordance with the manufacturer's instructions when the dwelling is sited. Each manufactured home shall be fully skirted with durable building materials, which the owner shall thereafter maintain in good repair.

J. Landscaping. There shall be a vegetative visual barrier not less than ten (10) feet in width, comprised of shrubs that will achieve a height of at least six (6) feet within five (5) years of planting, with a predominance of evergreens.

Where the property fronts on a public road or highway, within the required setback area, at least fifty (50) percent of the length of the frontage on said public road or highway shall be planted or maintained with a vegetative visual barrier comprised of, at minimum, shrubs that will achieve a height of at least six (6) feet within five (5) years of planting and at least two (2) deciduous or conifer trees for each fifty (50) feet of frontage. Said trees shall be of a species with a height at maturity of at least thirty (30) feet, of a species known to be compatible with regional climate conditions, and shall be at least two and a half (2.5) inches in diameter at breast height at the time of planting.

K. Recreation. Adequate common space shall be provided for recreational activities.

L. There shall be one (1) accessory building on each manufactured home lot. This accessory building shall be between 24 and 100 square feet in size and shall be congruous with the typical manufactured home in the park.

11.8 Permitted Uses

In any manufactured home park, no building or structure shall be erected, altered or extended, and no land or building thereof shall be used for any purpose or purposes other than occupancy of manufactured single-family dwellings built not more than three years before placement in the manufactured home park.

11.9 Permitted Accessory Uses

- A. Such necessary uses as are customarily incidental to the above uses and shown on an approved permit application.
- B. Automobile parking, carports, and garages, provided said accessory uses are shown on an approved permit application.
- C. Home occupations allowed by the Village Zoning Ordinance, conducted solely by residents of the dwelling, provided that no goods, products or materials related to the occupation are publicly displayed.
- D. Dish antennae with a diameter of two (2) feet or less, freestanding or mounted on a building, provided that the highest point of the antennae not exceed the height of the manufactured home and that no such antennae be sited within any required setback area, and must comply with siting requirements of the Village of Trumansburg Zoning Ordinance.
- E. Family childcare.
- F. Signs as regulated under the Village of Trumansburg Sign Law.
- G. A temporary building or structure used for office, sales, storage or fabrication activities related to the development of a site for residential purposes, provided that such building or structure may not be continued for more than one (1) year except upon receipt of Special Permit from the Zoning Board of Appeals.

11.11 11.11 Costs Incurred by Village Boards Use of Private or Other Regional Staffs

The Planning Board, Zoning Board or Village Board may choose at any point in the Manufactured Home Park review process to retain private consultants or refer to the county or regional planning staffs for review, comment and advice on any aspect of the approval process, design engineering specifications or other pertinent matters at the expense of the applicant, to be paid in advance to the Village of Trumansburg.

Adopted April 9, 2003